



## STATE OF ARKANSAS ELECTROLOGY EXAMINATIONS



### CANDIDATE INFORMATION BULLETIN

This *Candidate Information Bulletin* ("CIB") is intended for your use in preparing for and understanding the processes and procedures for applying for licensure and scheduling to test. The Arkansas State Board of Cosmetology (the "State Board") is responsible for licensing and regulating the profession of cosmetology in the State of Arkansas. The State Board has contracted with Professional Credential Services ("PCS") to provide administrative examination services. The State Board, through PCS, will exclusively use the National-Interstate Council of State Boards of Cosmetology ("NIC") examinations.

Arkansas State Board of Cosmetology  
101 East Capitol Avenue, Suite 108  
Little Rock, Arkansas 72201

Phone: (501) 682-2168  
Fax: (501) 682-5640  
[cosmo@arkansas.gov](mailto:cosmo@arkansas.gov)

**How to Apply with Arkansas State Board of Cosmetology:** A candidate's school must legibly and accurately submit a completed Certificate of Training Form to the Arkansas State Board of Cosmetology.

**Eligibility Requirements:** A candidate who wishes to obtain an Electrologist license must pass both a **written** and a **practical** examination. To qualify to take either of these examinations, a candidate **must**:

1. Have successfully completed one of the following:
  - a. a **600-hour** course of instruction in a board-approved school of cosmetology. School must submit a completed Certificate of Training Form. Forms can be downloaded online at [www.arkansas.gov/cos](http://www.arkansas.gov/cos) or [www.pcshq.com](http://www.pcshq.com)
  - b. a **350-hour** course of instruction in a board-approved school of cosmetology in conjunction with a current cosmetology license. School must submit a completed Certificate of Training Form. Forms can be downloaded online at [www.arkansas.gov/cos](http://www.arkansas.gov/cos) or [www.pcshq.com](http://www.pcshq.com)
2. Be at least 18 years old;
3. Must have completed the 12<sup>th</sup> grade or its equivalent

**RECIPROCITY** – If you hold a current license in a different state, you are required to submit a completed Reciprocity Form. Forms can be downloaded online at [www.arkansas.gov/cos](http://www.arkansas.gov/cos) or [www.pcshq.com](http://www.pcshq.com)

**Special Accommodations:** If you need special accommodations under the *Americans with Disabilities Act*, you must make the request at the time you submit your Certificate of Training Form or Reciprocity Form to the Arkansas State Board, along with supporting medical documentation. No interpreters are allowed for either the practical or written examinations.

Any questions regarding your eligibility status should be directed to the Arkansas State Board (see contact information listed above) **If approved, the State Board will notify PCS and you will receive additional information from the State Board regarding the examinations you have been approved to take.**

If you are **not** approved because of an incomplete Certificate of Training Form, discrepancies, missing documentation, including signatures, you will be notified by the State Board and your eligibility status will be pending until you make the necessary and requested corrections. If necessary, your documentation will be returned to you by first-class mail. All information on file with the State Board must reflect the above eligibility requirements have been met by the deadline date in order to be scheduled for the next examination date.

1. **PRACTICAL EXAMINATION:** Once you have been approved by the State Board to take the practical examination, it is your responsibility to schedule with Professional Credential Services at 1-888-822-3272. Practical examination fees may be paid over the phone with a Visa or MasterCard.

Once you are scheduled, PCS will issue an **Admission Notice** for the practical examination approximately 7-10 days prior to the test date. If you do not receive your admission notice on the Monday prior to the approved examination date, please call PCS for further instructions. Any questions regarding scheduling the practical exam should be directed to PCS. Do **not** call the State Board office.

Professional Credential Services  
Attn: Arkansas Cosmetology Coordinator  
150 Fourth Avenue North, Suite 800  
Nashville, Tennessee 37219-2496

Toll-Free: 888-822-3272  
Fax: 615-846-0153  
Email: [arkcos@pcshq.com](mailto:arkcos@pcshq.com)  
Website: [www.pcshq.com](http://www.pcshq.com)

2. **WRITTEN EXAMINATION:** Once you have been approved by the State Board to take the written examination, it is your responsibility to schedule with LaserGrade at 1-800-211-2754.

Written examinations are offered on a daily basis using a computer-based testing platform. Since LaserGrade tests for many different professions, please allow three business days between the time you call to schedule your examination and the time you wish to sit for the examination. A "seat" may not be available at the time you wish to test if there is not sufficient lead-time in placing your scheduling call. There are several LaserGrade Testing Centers throughout Arkansas, however, you can examine at any LaserGrade test center located throughout the United States. You may access test center information at [www.lasergrade.com](http://www.lasergrade.com). Enter your zip code under "Quick Find" or choose "Find a Testing Center" to find the nearest test center to you. Maps and test center hours are available from this web site as well.

You will take your written examination on a personal computer. You select answers either by using a mouse or the keyboard. Please visit [www.lasergrade.com](http://www.lasergrade.com) for additional information on computer-based testing. If you encounter any problems with the computer, you should notify the test administrator. You will be given 90 minutes to complete the entire examination. Examination questions are multiple-choice with one correct answer and three incorrect responses. There is no penalty for guessing. You must attain a score of 70 to achieve a passing score on the electrology written examination. LaserGrade personnel have no knowledge of, are not responsible for and cannot answer questions about the content of the examinations, references, passing scores, etc.

**Fees:**

Practical Examination - Fees for scheduling and testing will be paid directly to PCS.

Written Examination - Fees for scheduling and testing will be paid directly to LaserGrade.

**Do not send examination fees to the AR Board.** Fees are as follows:

Submit fee to PCS 1-888-822-3272  
**Electrology Practical: \$65.00**

Submit fee to LaserGrade 1-800-211-2754  
**Electrology Written: \$20 (First-Time)**  
**Electrology Written: \$50 (Re-exam)**

\*Written examination includes Arkansas State Law questions

\*\*Reciprocity Candidates - \$25 (Arkansas State Law questions ONLY)

**Written and Practical Examination Admission Requirements:**

1. You must present one form of identification with a photograph and your signature (i.e. driver's license, school or work identification card, or passport) at the LaserGrade site for the **written examination** in order to be admitted to the examination room.
2. You must present your **Admission Notice**, provided by PCS, with a recent 2x2 passport type photo attached along with one form of identification with a photograph and your signature (i.e. driver's license, school or work identification card, or passport) at the **practical examination** site in order to be admitted to the examination room.
3. The identification must be current, clearly recognizable or you may not be admitted to test. If your photo does not have a signature, you must bring a second form of signature identification.
4. It is your responsibility to be at the test center on time. Candidates will not be permitted into the examination room after your scheduled testing time. It is strongly suggested that you visit the site before the day of the examination so you are familiar with the route and the travel time. Candidates are not permitted to bring anyone into the examination room. Candidates are not permitted to talk to one another once inside the examination room.

**General Policies and Procedures for Written and Practical Examinations:**

**Security Policies:** Suspected security breaches during either the written or practical test administrations, such as an act of impersonation, creating a disturbance, giving or receiving unauthorized information or aiding other candidates, attempting to remove test information by any means, possessing prohibited materials or sharing supplies may be sufficient cause to dismiss you from the examination site or to invalidate or cancel your scores. Suspected breaches may be identified by observation or suspicion by the test center staff, or may be evidenced by subsequent statistical analysis of examination materials. PCS reserves the right to investigate each incident of misconduct and will report such incidents directly to the State Board. The State Board will make all final decisions on examination score invalidations or cancellations. No visitors, guests or children are allowed in the test center.

**Copyrighted Exam Questions:** All test questions are the express copyrighted property of NIC. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part. Doing so may subject you to severe civil and criminal penalties, including prison incarceration and/or fined up to \$250,000 for criminal violations.

**Prohibited Items:** No food, beverages, notebooks, magazines, backpacks, briefcases, hats, caps, reference books or electronic devices such as cameras, walkmans, radios, tape players, portable fax machines, cellular telephones, calculator watches, reproduction equipment, beepers or pagers are permitted in the examination room. If any of the aforementioned items are found in a candidate's possession, the Test Center Administrator will collect the item until the end of the examination and provide a written report of the incident to the State Board and PCS. Smoking or the use of tobacco is strictly prohibited in the examination room. PCS is not responsible for any personal items brought into the examination site.

**Environmental Distractions:** Although every attempt is made to provide a quiet and comfortable test environment, noise and room temperature may be an unforeseen and unavoidable distraction. It is suggested that you wear the type of clothing that would allow you to adapt to a cooler or warmer climate at the testing site. LaserGrade will provide earplugs at the testing center if requested.

**Emergency Policy:** In the event of inclement weather or similar emergency, a scheduled examination may be canceled or delayed. However, this decision is made only in rare instances and at the discretion of PCS and/or LaserGrade. If a test center is open for testing, and you choose not to appear for your scheduled examination, your fee will be forfeited. You will have to reschedule your appointment and resubmit the appropriate fee to PCS. If you have reason to question whether or not a center will be closed due to an emergency, please call PCS to make inquiries regarding the practical examination and LaserGrade for inquiries regarding the written examination.

**Refunds and Rescheduling Policies:** You may reschedule for the written examination without losing your fee **if** you contact LaserGrade within three working days **prior** to your scheduled examination date. If you reschedule **after** the three-day window, you will forfeit your fee. Rescheduling is **not** permitted for the practical examination. Unless you are hospitalized or are involved in a traffic accident on the way to the test center that prevents you from arriving on time, refunds are **not** issued nor are fees transferable for either the written or the practical examinations. Documentation of the above-noted exceptions is required.

**Score Information:** When you complete the written examination, the computer will print out a "Pass" or "Fail" Score Report. If your score report does not print out because of technical problems, a score report will be provided to you within 24 hours after you test. For failing candidates, this will include a strength and weakness report by major content areas. For the written examination, a score of 70 is required in order to pass. For the practical examination, an overall score of 75 must be achieved.

**Failing Candidates:** Failing candidates will receive a strength and weakness report, as well as information on how to retest. If you fail the practical examination, you must schedule a new date to take the practical examination again. If you fail the written examination, you must schedule a new date to take the written examination again.

Candidates who fail the practical examination must reschedule with PCS by calling 1-888-822-3272.  
Candidates who fail the written examination must reschedule with LaserGrade by calling 1-800-211-2754.

**Confidentiality:** Test results are confidential and are not provided over the telephone.

**Passing Candidates:** When you have passed both the written and the practical examinations, the State Board will automatically send you your license. Please be sure to notify the State Board and PCS of any mailing address changes. Please allow the State Board 7-10 business days to process and mail your license. It is not necessary to notify the State Board that you have passed an examination; the State Board is provided candidate scores on a daily basis.

**Models:** Candidates will use a live model for the examination.

Models must be at least 15 years of age and cannot be licensed or a student studying in this field. Models must be present with the candidate at the beginning of the practical examination. The model must present a valid driver's license or State ID card for admittance to the examination. The model must be appropriate for examination purposes. The model must agree to submit to all areas of the practical examination. Models may not participate in any way during the examination. Models are not permitted to talk to the candidate or examiners at any time during the examination.

**Dress Code:**

The dress code for the practical examination requires that all candidates wear a **solid white** lab coat or smock that is hip length or longer. Candidates who fail to adhere to this dress code will not be admitted into the exam room

## **CONTENT OUTLINE FOR THE WRITTEN EXAMINATION:**

The National Cosmetology Examination is the national licensure examination for Cosmetology, which is developed and administered by the National Interstate Council of State Boards of Cosmetology. This Information Bulletin includes the Content Outline covered by the National Cosmetology Examination, sample questions similar to those on actual examinations, and the correct answers. The time allowed for the Electrology written examination is 90 minutes.

### **HYGIENE 5 Questions**

#### **Personal Hygiene**

- ◇ Grooming
- ◇ Hand sanitizing

#### **Public Hygiene (Disease Control)**

- ◇ Types of diseases
- ◇ Protection (Barriers to disease)
  - Gloves
  - Drapes
  - Masks

### **SCIENTIFIC CONCEPTS 45 Questions**

#### **Infection Control**

- ◇ Disease
  - Growth & reproduction
  - Infection transmission
- ◇ Infection control procedures
  - Methodology
  - Chemical agents
- ◇ Sterilization procedures
  - Moist heat
  - Dry heat
  - Chemical
- ◇ Infection control
  - OSHA standards
  - NIC standards
  - CDC standards
- ◇ Safety procedures
  - Blood spill
  - Chemicals

#### **Basic Electricity**

- ◇ Types
  - Direct current
  - Alternating current
- ◇ Terminology
- ◇ Modalities
  - Electrolysis

- Thermolysis
- Blend

#### **Basic Chemistry**

- ◇ Galvanic action
- ◇ Organic vs. Inorganic
- ◇ pH factor

#### **Human Physiology**

- ◇ Endocrine system
- ◇ Circulatory system
- ◇ Nervous system
- ◇ Histology of skin
  - Structure
  - Functions
  - Disorders
- ◇ Histology of hair
  - Structure
  - Types
  - Hair growth cycles
  - Excessive hair growth

### **HAIR REMOVAL 50 Questions**

#### **Consulting & Record Keeping**

- ◇ Confidentiality
- ◇ Client record
  - Medical history
  - Contraindications

#### **Safety**

- ◇ Treatment room preparation
- ◇ Insurance
  - Liability
  - Malpractice
- ◇ Equipment & supplies
  - Grounded plugs
  - Equipment instructions
  - Testing & calibration
  - Needles
  - FCC approval
- ◇ Sterilization
- ◇ Sanitation
- ◇ Disinfection
  - Equipment
  - Supplies

- ◇ Client
  - Use of draping
  - Eye protection

#### **Electrolysis**

- ◇ Reason for use
- ◇ Effects of electrolysis
- ◇ Procedure
  - Positioning
  - Analysis of client needs
  - Insertion of needle
  - Reanalysis & adjustments
  - Post treatment
- ◇ Equipment & supplies
  - Polarity
  - Conductivity

#### **Thermolysis**

- ◇ Types
  - Manual
  - Automatic
- ◇ Reason for use
- ◇ Effects of thermolysis
- ◇ Procedure
  - Positioning
  - Analysis of client needs
  - Insertion of needle
  - Reanalysis & adjustments
  - Post treatment

#### **Blend**

- ◇ Types
  - Manual
  - Automatic
- ◇ Reason for use
- ◇ Effects of blend
- ◇ Procedure
  - Positioning
  - Analysis of client needs
  - Insertion of needle
  - Reanalysis & adjustments
  - Post treatment

- ◇ Equipment & supplies
  - Polarity
  - Conductivity

#### **Temporary Hair Removal**

- ◇ Effects of physical
  - Shaving
  - Tweezing
- ◇ Effects of chemical

### **ELECTROLOGY REFERENCES**

*Electrolysis, Thermolysis, and the Blend*  
*The Principles and Practices of Permanent Hair Removal*, 9<sup>th</sup> ed.,  
Arroway Publishing, 1994

*Modern Electrology: Excess Hair, Its Causes and Treatments*, 1987  
Milady, an imprint of Thomson Delmar Learning  
5 Maxwell Drive  
Clifton Park, NY 12065  
(800) 730-2214  
[www.Milady.com](http://www.Milady.com)

*Cosmetic and Medical Electrolysis and Temporary Hair Removal*  
*A Practice Manual and Reference Guide*, 2<sup>nd</sup> Ed.,  
Medric Ltd., 1997  
Toronto, Ontario  
(416) 590-9842

*Infection Control Standards for the Practice of Electrology*  
American Electrology Association

*NIC Health and Safety Standards*  
NIC, Inc., October 2002  
[www.nicesting.org](http://www.nicesting.org)

**CONTENT OUTLINE FOR THE PRACTICAL EXAMINATION:**

This bulletin contains important information regarding the NIC National Electrology Practical Examination content and administration. Please review all information carefully.

**Core Domain Services**

- Set Up, Client Protection, and Electrolysis
- Thermolysis
- Blend Method

**IMPORTANT INSTRUCTIONS**

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination.
- Candidates are required to bring their own kit with sufficient quantity of supplies in sanitary condition. This includes the required implements in proper working order and protective drapes. The kit must be kept closed except when removing or replacing materials for a particular service. The kit will be used during the examination as dry storage and is considered part of the work area.
- All examinations are administered in a testing environment. Candidates should bring a container of water if needed for any section of the examination. Candidates may bring a thermos of hot water if desired. All water and their containers must be taken with the candidates and may not be disposed of at the testing facility.
  - Candidates are evaluated at all times. Continue demonstrating until you have completed the entire section.
  - Candidates will be given 15 minutes for client protection and to set up the general supplies that they will use throughout the examination. Candidates will also set up the supplies for the electrolysis section of this examination.
  - Candidates will also be given 2 minutes to set up the supplies for each section of the examination.
  - The verbal instructions will be read twice for each section of the examination. Each examination section has a maximum time allowance. Once you have completed all tasks in the section please step back to indicate that you are finished. In the event that all candidates complete the section before the time has elapsed the examiners will proceed to the next section of the examination.
  - Candidates must follow all appropriate public protection and infection control procedures during all phases of the practical examination that will ensure the health, safety, and welfare of the public. In the event of a blood spill candidates will be expected to follow the NIC Health and Safety Standards. Failure to do so may result in your dismissal from the examination.
  - Talking with other candidates or the examiners during the examination is strictly prohibited. Doing so will result in your dismissal from the examination and a report of your actions to the proper authorities. Your examiner has been instructed not to answer any questions concerning your examination. This ensures equal opportunity for all candidates and standardization in testing for the National Practical Examination. If you have an emergency situation please ask to speak with the examination coordinator.
- Manufacturer’s labels are required on all disinfectants and sanitizers.

**MODEL**

Candidates will use a live model for the examination.

Models must be at least 15 years of age and cannot be licensed or a student studying in this field. Models must be present with the candidate at the beginning of the practical examination. The model must present a valid driver’s license or State ID card for admittance to the examination. The model must be appropriate for examination purposes. The model must agree to submit to all areas of the practical examination. Models may not participate in any way during the examination. Models are not permitted to talk to the candidate or examiners at any time during the examination.

**ELECTROLOGY PRACTICAL EXAMINATION CONTENT SECTIONS**

The scope of the National Electrology Practical Examination includes 3 core domain services. The core domain services are based on the national job analysis. The core domain services are as follows:

**SET UP AND CLIENT PROTECTION (15 minutes)**

**Verbal Instructions:**

- “You will now set up the general supplies that you will use throughout your examination.”
- “You will also set up the supplies for electrolysis section of your examination.”
- “You will perform the client protection section of this examination.”
- “You will be expected to follow all safety and infection control procedures.”
- “You will have 15 minutes to set up the general supplies that you will use throughout your practical examination and to drape you model.”
- “You will be informed when you have 8 minutes remaining.”
- (1) “The instructions will be repeated.” (2) “You may begin.”

**ELECTROLYSIS (20 minutes)**

**Verbal Instructions:**

- “You will now perform the electrolysis section of this examination.”
- “You will be instructed by the examiner to remove 3 hairs on the model’s arm.”
- “You will be expected to follow all safety and infection control procedures.”
- “You will have 20 minutes to complete this section.”
- “You will be informed when you have 10 minutes remaining.”
- (1) “The instructions will be repeated.” (2) “You may begin.”

**Candidates will be evaluated on the following tasks:**

**Preparation**

- Protective gloves are worn
- Machine and implements are clean and disinfected
- Disinfects table surface
- Tests machine
- Model is seated or lying with arm in proper position
- Properly applies drape
- Performs an analysis of model’s skin

**Examiners will read the following to each candidate:**

“Please demonstrate removing 3 hairs on the model’s arm.”

- Sanitizes model’s skin
- Applies conductivity lotion, conductivity gel, or water on electrode or on model’s hand
- Places electrode into model’s hand
- Selects correct needle size
- Inserts needle safely and properly
- Applies current safely and properly
- Three hairs are removed and placed on a towel

**Safety and Infection Control**

- Treated area has been sanitized after service
- Used needles are safely disposed of in a properly labeled Sharps Container
- Maintains hands and work area in a safe and sanitary condition

**THERMOLYSIS (20 minutes)**

**Verbal Instructions for Set Up:**

“You have 2 minutes to remove the supplies from your kit for the thermolysis section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up.”

**Verbal Instructions:**

- “You will now perform the thermolysis section of this examination.”
- “You will be instructed by the examiner to remove 3 hairs on the model’s arm.”

"You will be expected to follow all safety and infection control procedures."

"You will have 20 minutes to complete this section."

"You will be informed when you have 10 minutes remaining."

(1) "The instructions will be repeated." (2) "You may begin."

- Maintains hands and work area in a safe and sanitary condition

Candidates will be evaluated on the following tasks:

#### Preparation

- Protective gloves are worn
- Machine and implements are clean and disinfected
- Disinfects table surface
- Tests machine
- Model is seated or lying with arm in proper position
- Properly applies drape
- Performs an analysis of skin

Examiners will read the following to each candidate:

"Please demonstrate removing 3 hairs on the model's arm."

- Sanitizes model's skin
- Selects correct needle size
- Inserts needle safely and properly
- Applies current safely and properly
- Three hairs are removed and placed on a towel

#### Safety and Infection Control

- Treated area has been sanitized after service
- Used needles are safely disposed of in a properly labeled Sharps Container
- Maintains hands and work area in a safe and sanitary condition

#### BLEND METHOD (10 Minutes)

#### Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the blend method section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."

#### Verbal Instructions:

"You will now perform the blend method section of this examination."

"You will be instructed by the examiner to remove 3 hairs on the model's arm."

"You will be expected to follow all safety and infection control procedures."

"You will have 20 minutes to complete this section."

"You will be informed when you have 10 minutes remaining."

(1) "The instructions will be repeated." (2) "You may begin."

Candidates will be evaluated on the following tasks:

#### Preparation

- Protective gloves are worn
- Machine and implements are clean and disinfected
- Disinfects table surface
- Tests machine
- Model is seated or lying with arm in proper position
- Properly applies drape
- Performs an analysis of model's skin

Examiners will read the following to each candidate:

"Please demonstrate removing 3 hairs on the model's arm."

- Sanitizes model's skin
- Applies conductivity lotion, conductivity gel, or water on electrode or on model's hand
- Places electrode into model's hand
- Selects correct needle size
- Inserts needle safely and properly
- Applies current safely and properly
- Three hairs are removed and placed on a towel

#### Safety and Infection Control

- Treated area has been sanitized after service
- Used needles are safely disposed of in a properly labeled Sharps Container

#### CANDIDATE SUMMARY AND FINAL CLEANUP

#### Verbal Instructions:

"This concludes the National Practical Examination. Please make sure that all kit supplies and disposable materials are taken with you. Please do not dispose of waste materials, chemicals, or water in the trash receptacles or restrooms as they are unable to accommodate all waste materials from every candidate that takes the examination."

#### RECOMMENDED GENERAL SUPPLIES

#### ALL SUPPLIES MUST BE LABELED IN ENGLISH

\* Please refer to State guidelines

- dry storage kit/container\*
- hand sanitizer
- body drape
- spray disinfectant
- disposal bag for waste materials
- masking or transparent tape
- cloth and paper towel(s)
- tissues
- two sets of tweezers
- two needles
- sanitizing lotion or gel
- labeled Sharps Container
- spatulas
- first aid supplies (blood spill kit)
- tape

#### ELECTROLOGY REFERENCES

*Electrolysis, Thermolysis, and the Blend*  
*The Principles and Practices of Permanent Hair Removal*, 9<sup>th</sup> ed.,  
Arroway Publishing, 1994

*Modern Electrology: Excess Hair, Its Causes and Treatments*, 1987  
Milady, an imprint of Thomson Delmar Learning  
5 Maxwell Drive  
Clifton Park, NY 12065  
(800) 730-2214

*Cosmetic and Medical Electrolysis and Temporary Hair Removal*  
*A Practice Manual and Reference Guide*, 2<sup>nd</sup> Ed.,  
Medric Ltd., 1997  
Toronto, Ontario  
(416) 590-9842

*Infection Control Standards for the Practice of Electrology*  
American Electrology Association

#### NIC Health and Safety Standards

NIC, Inc., October 2002

[www.nicesting.org](http://www.nicesting.org)

## NIC HEALTH AND SAFETY STANDARDS BLOOD SPILL PROCEDURE

If a blood spill should occur, the following steps MUST be followed:

- **SUPPLY INJURED PARTY WITH LIQUID STYPTIC/ANTISEPTIC AND THE APPROPRIATE DRESSING TO COVER THE INJURY.**
- **DOUBLE BAG ALL BLOOD-SOILED (CONTAMINATED) ARTICLES AND LABEL WITH RED OR ORANGE BIOHAZARD WARNING.**  
*This is the responsibility of the candidate and should be executed as follows:*

### **CANDIDATE INJURY – FOR EXAMINATION PURPOSES**

1. **PROTECTION** - If a cut is sustained, stop the service and clean the injured area.
2. **APPLY** antiseptic and/or liquid or spray styptic as appropriate (see NOTE).
3. **DRESSING** - cover the injury with the appropriate dressing.
4. **COVER** injured area with finger guard or glove as appropriate.
5. **CLEAN** model/client and station as appropriate.
6. **DOUBLE BAG** and dispose of all contaminated objects. Clean hands with antimicrobial cleanser.
7. **RETURN** to service.

### **MODEL INJURY – FOR EXAMINATION PURPOSES**

1. **STOP** service.
2. **GLOVE** hands of candidate/student/licensee.
3. **CLEAN** injured area as appropriate.
4. **APPLY** antiseptic and/or liquid or spray styptic as appropriate (see NOTE).
5. **COVER** the injury with the appropriate dressing to prevent further blood exposure.
6. **DOUBLE BAG** and dispose of all contaminated objects. Clean hands with antimicrobial cleanser.
7. **RETURN** to service.

### **EXAMINATIONS:**

- **EXAMINER IS TO USE UNUSED DISPOSABLE LATEX GLOVES OR NON-ALLERGENIC EQUIVALENT WHEN CHECKING THAT CANDIDATE'S SERVICE. DOUBLE BAG AND DISPOSE USED GLOVES.**
- **FOLLOW WITH ANTIMICROBIAL SCRUB ON HANDS.**
- **DOCUMENT INCIDENT IN BLOOD SPILL LOG.**

**NOTE: DO NOT ALLOW CONTAINERS, BRUSHES, NOZZLES OR LIQUID STYPTIC TO TOUCH THE SKIN OR CONTACT THE WOUND. USE AN APPLICATOR. EXAMINERS SHOULD ALSO COMPLETE AN INCIDENT REPORT.**

### **WET DISINFECTION STANDARD**

- 1** All tools and implements, **EXCEPT THOSE THAT HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS** must be disinfected, at minimum, by complete immersion in an EPA registered, *bactericidal, virucidal, fungicidal, and pseudomonacidal (Formulated for Hospitals)* disinfectant that is mixed and used according to the manufacturer's directions.
- 2** All tools and implements **WHICH HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS** must be disinfected, at minimum, by complete immersion in an EPA registered disinfectant that is effective *against HIV-1 and human Hepatitis B Virus or Tuberculocidal* that is mixed and used according to the manufacturer's directions.

### **DRY STORAGE STANDARD**

*Disinfected implements must be stored in a disinfected, dry, covered container and be isolated from contaminants.*

### **HAND WASHING**

(Anti-Bacterial Soap is recommended)

Thoroughly wash hands and the exposed portions of arms with antibacterial soap and water before providing services to **each client** and after smoking, drinking, eating, and using the restroom.

### **NAIL TECHNOLOGY**

#### **Practical Examinations**

Liquid Monomer containing *Methyl Methacrylate (MMA)* is **prohibited** for use during NIC practical examinations.

Odorless sculpture nail products **are required** for use during NIC practical examinations.

Adopted as amended October 2002

Visit our website at [www.nictesting.org](http://www.nictesting.org)